

Kansas City Composite Squadron Position Policies

DRUG DEMAND REDUCTION OFFICER (DDR) (P214)

SENIOR MEMBER POSITION DESCRIPTIONS

Position descriptions at all echelons (region, wing, group, and squadron) are so similar that one broad position description applies to all levels, unless otherwise indicated. Since CAP directives describe in detail the tasks to be performed in each position, each staff officer should become completely familiar with the CAP directives listed in his/her position description. Also, it should be noted that all phases of each position are covered even though some units do not have a particular need for every task.

Squadron commanders are authorized and encouraged to develop more detailed position descriptions for their staff officers to fit the individual unit situation and talents of unit personnel.

DUTIES

Reports to the Operations Officer

Manages and directs drug demand reduction activities

They shall:

- Develop annual drug demand reduction (DDR) training plan CAPR 51-1
- Prepare and submit the annual Drug Demand Reduction Initiative Program application
- Prepare and manage annual DDR financial plan by 15 October to Wing and the Unit Commander CAPR 51-1 para 3-5 and Attachment 4
- Submit quarterly activity reports to the Wing DDRA CAPR 51-1 para 3-5 and Attachment 4
- Conduct annual DDR training at wing encampment(s), SLS or CLC
- Coordinate joint operations with Air Force and Reserve base DDR Coordinators CAPR 51-1 paras 1-1 and 1-2a and Section II, Goal 2
- Request funding from Wing and document how spent CAPR 51-1 paras 1-1 and 1-2a and Section II, Goal 2 and Attachment 3

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- Coordinate joint operations with National Guard DDR Administrator CAPR 51-1 paras 1-1, 3-2a and 3-3a
- Participate in the Red Ribbon campaign CAPR 51-1 para 1-2c
- Assign a cadet assistant DDRO CAPR 51-1 Section II Goals 2d and 2e
- Review and comply with all National, Wing and Squadron Policies
- Ensure compliance and submit a completed self SUI by 1st of September annually to the Squadron Commander
- Progress through skill levels to the Master level CAPP214
- The Drug Demand Reduction Officer should be familiar with CAPP 55 and CAPR 52-16
- Assistant Drug Demand Reduction officers must comply with all above requirements